



Health and Safety Advice for Students

Welcome to UTAS! We take seriously our responsibility to ensure a healthy and safe learning environment for all students, visitors and others. Please read this leaflet and keep it for future reference as it outlines health and safety advice and information. Important telephone numbers are listed at the end of this brochure.

The University is a workplace and covered by Tasmania's health and safety laws. Under these laws, as a student, you have a responsibility to yourself and others to undertake your activities at UTAS in a safe manner. Failing to follow UTAS safety policies and procedures or acting in a way that puts others at unacceptable risk can lead to investigations. Investigations may have serious consequences for persons found to have neglected their duty of care. In this respect all employees, students, contractors and visitors are responsible for:

- Co-operating with instructions, supporting and promoting occupational health and safety within University workplaces and whilst engaged in University activities.
- Acting and encouraging others to act in a healthy and safe manner.
- Reporting or rectifying any unsafe conditions or acts that come to their attention.

Please note that you have a legal obligation to comply with OH&S laws and safety instructions, and that breaches can have serious consequences including fines being imposed on individuals.

To ensure that you undertake your activities in a safe manner please note the following:

If you notice a hazard

Hazards should be reported immediately to prevent incident and injury. Hazards can be reported either on-line or via a form at <http://www.human-resources.utas.edu.au/health-and-safety/oh-and-s-forms>

If you become ill or injured on campus

- Seek assistance from a member of staff. In the case of emergency contact security on **7600** (Hobart), **3336** Launceston and Burnie.
- Ensure your illness or injury is adequately treated. UTAS has qualified first aid officers in most areas.
- Report your injury or illness. Accidents/Incidents can be reported either on-line or via a form at <http://www.human-resources.utas.edu.au/health-and-safety/oh-and-s-forms>
- Claims for reimbursement of medical expenses related to these injuries may be available through your student body.

If you are injured on industry placement, field trip or off-campus performance

- Follow incident / injury reporting procedures within the particular workplace.



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- Ensure the incident/ injury has been reported, as soon as practicable, to your placement coordinator/lecturer or contact a UTAS staff member.
- Claims for reimbursement of medical expenses related to these injuries may be available through your student body.

If there is an emergency

- If you are the first person at the scene of an emergency, ensure your own safety and ring the relevant Emergency contact numbers **7600** (Hobart), **3336** Launceston and Burnie.
- In the event of an evacuation you should remain calm and follow the directions of staff members.
- Assemble at the assembly point nearest to the evacuation site and await further instructions from fire wardens.

If you feel intimidated or in danger

- Contact Security to report immediate threats.
- Harassment and Discrimination Contact Officers can also provide support and assistance. A full list can be found at http://www.admin.utas.edu.au/hr/eeo/harass_contacts.html
- The University's student counselling service may also be able to assist – see their webpage at: <http://www.studentservices.utas.edu.au/counselling/>

There are policies to help ensure your health and safety

These are available at the HR website at:

<http://www.human-resources.utas.edu.au/health-and-safety/oh-and-s-policies-and-procedures>

Some particularly relevant policies include:

- Smoke-free Area Policy at http://www.human-resources.utas.edu.au/_data/assets/pdf_file/0019/8740/smoke_free.pdf
- Laboratory Safety at http://www.human-resources.utas.edu.au/_data/assets/pdf_file/0020/8714/laboratory.pdf
- OH&S Responsibilities of Managers, Staff & Students at <http://www.human-resources.utas.edu.au/health-and-safety/oh-and-s-information/oh-and-s-responsibilities-of-managers,-staff--and--students>



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Lecture length is normally limited to 1 hour of continuous seated time. A 5-minute stretch break should be included each hour. This is to prevent muscular fatigue and blood circulation problems. Should you have any specific health requirements you should report this to your lecturer.

Teaching spaces are not to be overcrowded. Your lecturer will ask that you do not sit in aisles or place bags or personal belongings in passageways. Should safe access or egress be compromised, then alternate teaching arrangements will need to be made.

Speed Limits on all campuses must be observed (normally 10 kph).

OH&S Contact numbers

Hobart: 6226 7509

Launceston and Burnie: 6324 3275

Security contact numbers

Hobart: Urgent - 6226 7600 Non-Urgent - 6226 2046

Launceston and Burnie: Urgent - 6324 3336 Non-Urgent - 6324 3444

Student Counselling Services

Hobart: 6226 2697

Launceston: 6324 3787

Burnie: 6430 4949